



## **Employment Opportunity Town of Weare, NH**

### **Administrative Assistant – Full Time**

The Town of Weare, NH (est. pop 9000) is seeking a motivated individual willing to tackle challenges with high energy and develop positive working relationships with coworkers, residents and public officials as an Administrative Assistant for the Planning/Zoning (Land Use) and Building Department. Working under the direction of the Town Administrator, this position will basically be the face of these departments. Major duties include, but are not limited to: answering phone calls; accepting applications for planning/zoning and building permits; scheduling appointments for inspections; preparing abutters notices and public hearing notices; records management; handling walk-in customers for inquiries and other duties as necessary.

Office hours will be Monday, Tuesday, Thursday and Friday from 7 AM – 5 PM, off on Wednesday's. Successful candidates must possess exceptional attention to deadlines and time management. Applicants must be able to work extremely well with the public and independently, possess excellent judgement; be part of a team and maintain confidentiality. Experience in a municipal setting is not necessary.

The Town of Weare offers a competitive benefit package. Hourly starting rate will commensurate with experience, DOQ. Please direct a cover letter and resume, with three references and a completed town application to Naomi Bolton, Town Administrator, Town of Weare, 15 Flanders Memorial Road, Weare, NH 03281. The application can be found on the town website: [www.weare.nh.gov](http://www.weare.nh.gov) under Forms on the front page. Position will remain opened until filled. First review of resumes will be October 25, 2021. Weare is an equal opportunity employer.